



Westview High School Attendance Procedures

Keeping your child safe is our first priority at Westview. Please help us ensure your child's safety by following our attendance procedures.

When a student is *absent the entire day*:

- Call the Attendance Hotline at 503.259.5234 the same day as the absence.
- Have the following information to report:
 - Student's first and last name (please spell uncommon names)
 - Student's **school ID number**
 - Your name and relationship to student (mom, guardian, etc)
 - A daytime phone number
 - Reason for absence (from the list below)
 - Illness
 - Medical appointments
 - Family emergency
 - Death in the immediate family
 - Pre-arranged absence
 - Religious holidays
 - School sponsored field trips
 - Administrative reasons
- Only people on the contact list are authorized to excuse a student... students will not be excused if they call in for themselves!

When a student *arrives to school late*:

- Call the Attendance Hotline before the student arrives to school OR
- Provide the student with a note from the parent or guardian the day of the late arrival.
- Parents DO NOT need to accompany their student if they have a note.

When a student needs to *leave school early*:

- Call Attendance Hotline at least 90 minutes in advance the departure time – a pass will be sent to class to dismiss your student OR
- Provide the student with a note from the parent or guardian the day of the early departure. Student must bring the note to the Attendance Office at least one period before the departure time to receive a pass to leave class. Students must have a pass to show their teacher in order to leave class.
- If you know of an appointment in advance, please call the Attendance Hotline early! We will have your student's pass waiting for them at the Attendance Office.

When a student *leaves and then returns*:

- Students must check back into the Attendance Office with their pass before returning to class.